



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 1500.47
Op-114C

OPNAV INSTRUCTION 1500.47

26 SEP 1980

Subj: Training quota management

Ref: (a) OPNAVINST 1500.27B (NOTAL)
(b) OPNAVINST 1541.4A (NOTAL)
(c) NAVCOMPT Manual Par 075148
(d) CNETINST 1500.1A (NOTAL)

1. Purpose. This instruction assigns responsibility and specifies procedures for the management and control of quotas in Navy courses and for Navy quotas in other service courses. This instruction also applies to the training of authorized civilian personnel and foreign nationals, in courses established primarily for training active duty personnel from all of the armed services. Procedures for joint and defense schools/courses are promulgated in reference (a), for Shipyard Technical training in reference (b), and for Chief of Naval Material (CHNAVMAT) training in various CHNAVMAT instructions.

2. Background. Public Law 92-436 states that the training loads of the military services require authorization. Improved control of course quotas is essential to ensure fulfillment of training input plans within authorized training student loads.

3. Policy. Quotas for the Training Input Plan which is defined herein shall take precedence over all other quotas except for designated Chief of Naval Operations (CNO) priority training. Each training agent shall ensure that adequate safeguards exist to sustain this priority in the management of quotas.

4. Definitions

a. Quota Allocation Authority - The CNO (Op-01) office which allocates quotas in Navy courses to the Navy, other military services, authorized civilian personnel, and foreign nationals.

b. Quota Assignment Authority - The office which assigns quotas to be used by specified desks, offices, and commands, i.e., fill the quota.

c. Quota Control Authority - The specific desk, office, or command which fills assigned quotas or blocks of quotas by assigning a space in a course to a trainee or student OR which assigns blocks of quotas to a training activity for specific quota control.

d. Quota Control Agent (Optional) - The training activity which controls quotas or blocks of quotas by assigning a space in a course to a trainee or student only for a specific course(s) when such authority is specifically designated IN WRITING at the option of the Quota Control Authority.

e. Quota - A space in a course for a trainee or student.

f. Navy Interservice Quota Control Coordinator - The specific desk, office, or command which acts as the Navy point of contact for all interservice matters relating to the assignment, control, and utilization of quotas in Navy courses.

g. Quota Course - A course administered by one service/agency which may be used by another service to satisfy a training requirement. Service desiring training must request and obtain quota(s) from the service/agency conducting the course.

h. Training Requirements

(1) Class "A" and NEC "C" requirements plans - CNO (Op-01) promulgated plans which reflect the total number of personnel required to be trained.

(2) Non-NEC "C" and "F" requirements - Other service, TAR, USNR-R, and foreign national requirements are promulgated by CNO (Op-01). U.S. Navy and USNR training loads are forecast by the training agencies.

i. Training Input Plan - A CNO (Op-01) promulgated plan constrained by programmed training resources and the programmed allocation of manpower, and reflecting the number of personnel to be trained in "A" and NEC "C" courses, i.e., the total of quotas to be allocated.

j. Training Input Plan constituents:

(1) United States Navy (USN) Regular

(2) USN-6YO

- (3) United States Naval Reserve (USNR)
- (4) United States Naval Reserve-Ready (USNR-R)
- (5) United States Marine Corps (USMC)
- (6) United States Army (USA)
- (7) United States Air Force (USAF)
- (8) United States Coast Guard (USCG)
- (9) Foreign Nationals
- (10) Department of Defense (DOD) Civilians
- (11) Non-DOD Civilians
- (12) TARs

k. Types of Courses

(1) Class "A" - Provides the basic technical knowledge and skills required to prepare for job entry level performance and further specialized training. Includes apprenticeship training. An NEC, NOBC, MOS, or AFSC may be awarded to identify the skill achieved. Also includes some officer courses such as Communications Officer, ASW Officer, etc.

(2) Class "C" - Provides the advanced knowledge, skills, and techniques to perform a particular job in a unique billet. Awards NEC, NOBC, MOS, or AFSC; is thirteen calendar days or longer; and does not conform to the definition of a Class "A" course.

(3) Class "F" - Provides team training to fleet personnel, officer and enlisted, who are on, or enroute to, duty as members of ships' companies and/or individual training such as refresher, operator, maintenance, and technical training of less than thirteen days. Established to meet the needs of the fleet or type commanders. An NEC, NOBC, MOS, or AFSC will not be awarded.

1. Training Agency - In accordance with subparagraph 2a of reference (c), a Training Agency is an office, bureau,

command, or headquarters exercising command of and providing support to some major increment of the Department of the Navy's formal training effort.

m. Training Activity - Those subordinate commands of the Training Agency which have a primary mission of conducting or supporting training.

n. Navy Integrated Training Resources and Administration System (NITRAS) Quota Management Report (CNET Report 1500.1050) - A NITRAS-promulgated training operations plan which indicates allocation of quotas by course/class in accordance with approved training input plans.

o. CANTRAC - The Catalog of Navy Training Courses - Contains information on schools and courses under the purview of the Chief, Bureau of Medicine and Surgery (CHBUMED), the Chief of Naval Education and Training (CNET), other Navy training commands, and other service schools.

5. Responsibilities

a. The Chief of Naval Operations (Op-01) is responsible, (1) for the determination of the number and priority of naval officer, enlisted, and civilian personnel who require training in Navy courses and in Quota Courses, and (2) for the determination of the number and priority of other services' personnel, foreign nationals, and other civilians to be trained in Navy schools. (NOTE: Only Op-01 may request quotas from other services. All requirements for other service schools shall be forwarded to Op-01.)

b. Quota allocation for all "A" and NEC "C" courses is accomplished at the CNO level during the requirements planning cycle. The CNO (Op-01) is, therefore, designated the Quota Allocation Authority for all Navy courses and Naval personnel in quota courses, and as such, shall:

(1) Promulgate the Training Input Plan for all "A" and NEC "C" courses under Op-01 cognizance which shall reflect the number of Navy, other services, foreign national, and civilian personnel to be trained in these courses.

(2) When it is necessary to allocate quotas for less than 100% of each of the Training Input Plan constituent requirements, ensure that such allocation reflects the unique

entitlement of any constituent who may have provided instructor support for specific courses.

c. Quota allocation for non-NEC "C" courses and "F" courses is only necessary when there is a shortfall in the training capacity of such courses. The CNO (Op-01) is also designated the Quota Allocation Authority for these courses and shall make final allocation determination in conjunction with cognizant Office of the Chief of Naval Operations Warfare Sponsors when apprised of the shortfall.

d. The Quota Allocation Authority shall inform the constituents of the Training Input Plan of their quota allocations and any future changes thereto.

e. The CNET, CHBUMED, Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT), and Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) are designated Quota Assignment Authorities for courses/classes over which they exercise resource control and, as such, shall:

(1) Be responsible for the dissemination of quotas in courses/classes under their respective cognizance, utilizing CNET Report 1500.1050 Series (NITRAS Quota Management Assignment Report) as appropriate. They may exercise this authority themselves, or they may designate their subordinate commanders as Quota Assignment Authorities for specific courses.

(2) Ensure that the identity of designated quota control desks, offices, and commands, i.e., Quota Control Authority, is included in the Catalog of Navy Training Courses (CANTRAC) as delineated by reference (d).

f. School and course seats in "A" and NEC "C" courses are assigned to Quota Control Authorities as follows:

(1) All USN, USNR, USNR-R, and TAR "A" school seats to the Naval Military Personnel Command (NAVMILPERSCOM).

(2) All USN, USNR, and TAR NEC "C" course seats to NAVMILPERSCOM.

(3) All USNR-R NEC "C" course seats to the Chief of Naval Reserve (CHNAVRES).

(4) All Marine Corps seats to: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (TRI), Washington, DC 20380.

(5) All Army seats to:

(a) Commander, Training & Doctrine Command
(ATTN-TAM-S), Ft. Monroe, VA 23651.

(b) Commander, Military Personnel Center,
Department of the Army (DATC-EPT-S), Alexandria, VA 23221.

(6) All Air Force Seats to: Commander, Air Training
Command (TTPP), Randolph AFB, TX 78148.

(7) All Coast Guard seats to: Commandant
(G-PTE-2/72), U.S. Coast Guard Headquarters, Washington, DC
20590.

(8) The Department of Defense (DOD) civilian and
Non-DOD civilian seats to the Op-01 code responsible for
accumulating requirements.

(9) Foreign national seats will be retained by the
Quota Assignment Authority.

g. Commands, offices, and desks assigned Quota Control
Authority for a block of quotas shall:

(1) Consider the quotas assigned as firm commitments
to provide training.

(2) Assign an individual to fill each quota for which
quota control authority is assigned OR further disseminate
quotas or blocks of quotas to a Quota Control Agent after
first having designated, in writing, that Quota Control Agent
as such and the specific course(s) for which that Agent is to
exercise quota control.

(3) Ensure that quotas assigned for a specific class
convening are not over subscribed.

(4) In the event the assigned quota(s) cannot be
filled, notify the Quota Assignment Authority as soon as
possible.

(5) Follow prerequisite requirements established by
CANTRAC or other official documents in granting quotas.
Waivers for time in rate and examination scores should be
considered especially if such waivers are used to provide
training opportunities to commands/units experiencing a
shortage of senior petty officers.

h. Activities requesting quotas in any course shall ensure that a student/trainee meet the requirements established by CANTRAC or other official documents. If a waiver is necessary, it must be approved prior to class convening.

i. The CHBUMED and CNET are designated Navy Interservice Quota Control Coordinators and will act as Navy points of contact for the military services in exercising control of quotas in the areas specified:

(1) CHBUMED - All medical/dental education and training.

(2) CNET - All other education and training. This function is performed for CNET by the Chief of Naval Technical Training.

6. Procedures

a. Class "A" and NEC "C" Courses

(1) The Quota Allocation Authority will promulgate the Training Input Plan showing the total annual quotas allocated to each Training Input Plan Constituent.

(2) The Quota Allocation Authority will forward copies of the Training Input Plan to the cognizant Training Agency and to that agency's Quota Assignment Authority if that authority has been delegated by the Training Agency.

(3) The Quota Allocation Authority will also forward copies of the Training Input Plan to non-Navy Training Input Plan Constituents (except foreign nationals) as follows:

(a) Other service copies to the commands and addresses shown in paragraph 5.f above.

(b) A copy for DOD civilians and non-DOD civilians to the Op-01 code responsible for accumulating requirements; that Op-01 code will, in turn, advise those constituents of their total quota allocation.

(4) Foreign national quotas will be included in the copy of the Training Input Plan forwarded to the Training Agency/Quota Assignment Authority.

(5) The Quota Assignment Authority will disseminate, through CNET Report 1500.1050 series, if appropriate, quotas by class number and convening date to the Quota Control Authorities.

(6) The Quota Assignment Authority shall retain those quotas shown as excess on the NITRAS Quota Management Report and shall have discretionary authority to assign such excess quotas as needed to meet casual requirements that arise after the Training Input Plan is promulgated.

(7) The Quota Assignment Authority, when apprised by a Quota Control Authority that a quota or block of quotas will not be utilized, has authority to contact other Quota Control Authorities, as necessary, to attempt to fill the unused quota. In this regard, Training Input Plan Constituents not receiving full allocation of their requirement shall have priority if the Quota Assignment Authority has data on any "less than full" allocations.

(8) Quotas assigned by the Quota Assignment Authorities are firm commitments and seat availability shall not be arbitrarily cancelled by any school or other agency. In the event that a course convening must be cancelled because of a bona fide reason such as equipment failure, nonavailability of instructors, etc., all Quota Control Authorities holding quotas in that course shall be officially notified as soon as possible.

(9) Quota Control Authorities (or their Agents) shall fill all quotas assigned or notify Quota Assignment Authorities as far in advance as possible of unused quotas. Quota assignment by class will not be exceeded unless authorized by Op-01 (Op-13) to ensure the health of any particular rating. Direct liaison between Op-13 and Quota Control Authorities is authorized for purposes of granting over-subscription of classes.

(10) The Quota Control Authority, when appropriate, will designate a subordinate command as Quota Control Agent for selected courses. This designation will be in writing and will provide all necessary information pertaining to the course(s) for which quota control is being delegated. A copy of this designation will be supplied to the Quota Assignment Authority. Since the Quota Assignment Authority will disseminate quotas only to Quota Control Authorities, that

authority will ensure further dissemination, as necessary, to his Agents.

b. Non-NEC "C" and "F" Courses

(1) The Training Agencies shall ascertain if the total training "requirement" for each course can be accommodated.

(a) When the total training "requirement" for a course can be accommodated, the total numbers of personnel to be trained, i.e., total quotas, shall be provided to the Quota Assignment Authority. These numbers shall be provided in the same categories as the Training Input Plan (USN, USMC, Foreign National, etc.).

(b) When the total training "requirement" for a course cannot be accommodated, i.e., exceeds the capacity to train, the Training Agency will apprise the Quota Allocation Authority (Op-01) of the shortfall and request a quota allocation. The Training Agency will ensure that any such notification to the Quota Allocation Authority includes sufficient course information upon which an allocation decision can be made, e.g., specific course, estimated Navy input, "requirement" in Training Input Plan Constituent categories, total requirement and total capacity.

(2) The Quota Allocation Authority shall promulgate the necessary quota allocations to the Training Agency and to that agency's Quota Assignment Authority if that authority has been designated by the Training Agency.

(3) The Quota Allocation Authority shall also promulgate copies of the necessary quota allocations as follows:

(a) Other service copies to the commands and addressees shown in 5e and 5f above.

(b) USNR-R and TAR copy to CHNAVRES.

(c) A copy for National Guard, DOD civilians and Non-DOD civilians to the Op-01 code responsible for accumulating requirements; that Op-01 code will, in turn, advise the foregoing of their total quota allocations.

(d) Foreign national quotas will be included in the copy promulgated to the Training Agency/Quota Assignment Authority.

(4) The CNET, CHBUMED, CINCLANTFLT and CINCPACFLT shall promulgate, as appropriate, necessary guidance for assignment of quotas for Non-NEC and "F" courses by the Quota Assignment Authority.

7. Participation. Commands/activities desiring a quota in a Navy course shall refer to CANTRAC for general course information, course identifying number, and the Quota Control Authority.

Lawrence W. Zeck Jr.
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(Manager, Support)

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